



**GODDARD SPACE FLIGHT CENTER  
GREENBELT, MD 20771-0001  
DELIVERY ORDER MODIFICATION**

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MODIFICATION NUMBER <b>4</b>	MOD EFFECTIVE DATE <b>06/22/1999</b>	PURCHASE ORDER NO. <b>S-23602-G</b>	DATED <b>11/16/1998</b>
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Issued By:  
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GODDARD SPACE FLIGHT CENTER  
**CODE 211.0**  
GREENBELT, MARYLAND 20771-0001

Administered By:  
DEANNA E HERSCHELL / CODE 211.0  
CONTRACT ADMINISTRATOR  
301-286-6303  
herschel@pop200.gsfc.nasa.gov

CONTRACTOR NAME AND ADDRESS  <b>RMS INFORMATION SYSTEMS, INC. ATTN: TONI HARMON 4221 FORBES BLVD. LANHAM MD 20706</b>	Accounting Data: OBJECT CLASS: <b>2529</b> PPC: <b>BX</b> B/NC: <b>905</b>					
	<u>PCN</u>	<u>JON</u>	<u>APPROP</u>	<u>BLI</u>	<u>PC</u>	<u>AMOUNT</u>
	201-16634	200-992-88-01-01	809/00110(99)	A5-01	2C	1,055,000.00
	201-22120	200-992-88-01-01	809/00110(99)	A5-01	1C	2,900,000.00

**ORDER IS MODIFIED TO REFLECT ADMINISTRATIVE CHANGES SET  
FORTH BELOW, PURSUANT TO AUTHORITY OF FAR 43.103(B)**

**IMPORTANT: CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO THE ISSUING OFFICE.**

**THE PURPOSE OF THIS MODIFICATION IS TO INCORPORATE THE FOLLOWING  
CHANGES:**

**THE CURRENT FUNDED-THROUGH DATE IS AUGUST 6, 1999.**

**THE DELIVERY ORDER PROPERTY AGREEMENT IS INCORPORATED AS ATTACHMENT C  
TO THE DELIVERY ORDER.**

**IN ACCORDANCE WITH CONTRACT SECTION A.1.7, A BONUS OF UP TO \$100,000  
IS AVAILABLE FOR COMPLETING A SMOOTH TRANSITION AT GSFC. AFTER  
ONE HUNDRED EIGHTY (180) DAYS FROM THE BEGINNING OF THE PERIOD OF  
PERFORMANCE, THE GOVERNMENT WILL DETERMINE THE EARNED AMOUNT. AFTER  
THE DETERMINATION HAS BEEN MADE, THE GOVERNMENT WILL NOTIFY THE  
CONTRACTOR OF THE EARNED AMOUNT. THE CONTRACTOR WILL THEN SUBMIT AN  
INVOICE FOR PAYMENT OF THE EARNED TRANSITION AMOUNT.**

**THE FOLLOWING IS A CORRECTION TO THE DELIVERY ORDER:**

**THE RETURN TO SERVICE SURCHARGE IS \$348. THIS IS A FIXED AMOUNT FOR  
THE RESTORE TO BASELINE CONFIGURATION IN ACCORDANCE WITH SECTION  
C.5.5.3 OF CONTRACT NAS5-98145.**

**IN ACCORDANCE WITH CONTRACT SECTIONS A.1.15 AND C.5.9.6, THE CONTRACTOR  
SHALL UPLIFT ANY SEAT TO A CLASSIFIED (SECURE) LEVEL. THE SURCHARGE  
FOR THIS REQUIREMENT IS 1% OF THE SEAT PRICE.**

**VENDOR PHONE HAS CHANGED FROM 703-873-1773 TO 301-306-2604  
VENDOR ADDRESS HAS CHANGED FROM:  
ATTN: DIANE WHITMOYER**

NAME AND TITLE OF SIGNER (Typed or Printed)  _____ CONTRACTOR  _____ Signature Of Person Authorized To Sign	CONTRACTING OFFICER: <b>DEANNA E HERSCHELL</b>  _____ Signature
_____ Date	_____ Date



**GODDARD SPACE FLIGHT CENTER  
GREENBELT, MD 20771-0001  
DELIVERY ORDER MODIFICATION**

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MODIFICATION NUMBER  
**0004**

MOD EFFECTIVE DATE  
**06/22/1999**

PURCHASE ORDER NO.  
**S-23602-G**

DATED  
**11/16/1998**

**1595 SPRING HILL ROAD  
SUITE 100  
VIENNA VA 22182**

**TO:  
ATTN: TONI HARMON  
4221 FORBES BLVD.  
LANHAM MD 20706**

## **Property Agreement**

The following establishes the terms and conditions for property accountability of Government-owned and ODIN-owned assets. The role of LMD, Code 230 is to oversee the Center's Property Accountability Program. The LMD Logistics Contractor maintains the NASA Equipment Management System (NEMS) to ensure accurate property controls.

### **1) Inventory and Tracking of Assets**

The LMD Logistics contractor will continue to update NEMS for all Government-owned assets.

All Government-owned assets will continue to be inventoried by the LMD Logistics Contractor every three years during a pre-scheduled Triennial Inventory.

ODIN-owned assets shall be inventoried and tracked by IIS using an asset management system. All ODIN-owned assets shall be tagged as an ODIN asset prior to being delivered to Center customers. IIS shall obtain the signature of the equipment user after installation of all ODIN-owned assets.

### **2) Removal of assets from the Center - Employee Loans**

Government-owned assets are removed via an approved Property Loan Agreement for Employees (GSFC 892A) or a Transfer/Shipping Request (GSFC 20-4). Signature requirements for loans not exceeding 30 days include the property custodian and the first line supervisor. Signature requirements for loans exceeding 30 days include the property custodian, first line supervisor, and the Division Chief or Project Manager.

IIS shall require documentation for removal of ODIN-owned assets by Center employees via an approved Employee Loan Agreement. Signature requirements for loans not exceeding 30 days shall be concurred on by the employee's Branch Head and for loans exceeding 30 days shall be concurred on by the employee's Division Chief. In addition, all contractor employee loans shall require the Contracting Officer's Technical Representative's (COTR) signature.

### **3) Office Moves of Government and ODIN Assets**

IIS shall move *all* assets, both Government and ODIN-owned as directed per the office move request, *except* those moves falling under the Center's Rehousing efforts. These moves will continue to be completed by the Center's Office Movers contractor.

IIS shall notify the appropriate property custodian prior to moving Government-owned assets, (i.e. replacement, repairs).

IIS shall provide the LMD Logistics contractor appropriate documentation for all Government-owned assets moved on Center, to update NEMS accordingly.

#### **4) Hard Disk Drive Cleaning of ODIN Computers**

IIS is not required to clean Government-owned computer hard drives except at the request of the owning organization that wishes to continue to use the existing equipment within its organization.

The LMD Logistics contractor will continue to clean all Government-owned hard drives after they have been excessed by the owning organization.

IIS shall ensure all ODIN-owned computer hard drives are cleaned prior to removal/replacement, in accordance with the CIO Executive NPD 2810 and NPG 2810.

In the case where a computer will not boot up, IIS shall remove/destroy the hard drive prior to replacement.

The Government will ensure all sensitive files have been removed from the hard drive.

#### **5) ODIN Equipment Asset Losses**

The Government documents all equipment asset losses, using the Report of Survey (NASA Form 589). In the case of suspected theft, the Security Branch is notified immediately. The Center's Property Survey Board investigates all Government-owned equipment losses.

IIS shall work closely with the losing organization's management and property custodian in the loss of ODIN-owned assets. In the case of suspected theft, IIS shall notify the Center's Security Branch immediately.

All ODIN-owned assets identified as lost shall be reported to the Property Management Branch, Code 235, in the Logistics Management Division. See Section 7 for Reporting Requirements.

IIS will submit a Report of Survey for any Government-owned asset that becomes lost while in their possession during an equipment repair or office move.

The Center's Property Survey Board will review all equipment losses of ODIN-owned assets to determine if negligence or fraud contributed to the loss.

#### **6) Disposal of Government Assets**

Government-owned assets no longer required by the owning organization shall be excessed through the appropriate property custodian for potential reutilization.

The ODIN representative shall notify the appropriate property custodian when a Government-owned asset is replaced with an ODIN-owned asset.

The Government-owned asset being replaced will either be:

- ❖ reutilized in another location by the owning organization; or,
- ❖ declared excess by the organization's property custodian and processed in accordance with the Center's property disposal procedures. The LMD is responsible for the disposal of all Government-owned assets.

Note: The owning organization may reuse the equipment as an ODIN seat.

IIS shall provide the Property Management Branch, a copy of the approved technology refresh plan, noting the ODIN assets on order and the organization(s) receiving the equipment. This will be used as a workload forecast for possible upcoming excess actions of replaced Government assets.

IIS shall support the Stevenson-Wydler Act and the Executive Order 12999, Computers for Learning, donating at a minimum 20% of ODIN assets. The Property Management Branch will assist IIS in identifying local educational institutions, upon request. IIS shall provide data supporting this effort to the Property Management Branch. See Section 7, Reporting Requirements.

## **7) Reporting Requirements**

IIS shall provide on a quarterly basis a list of all ODIN-owned assets identified as lost or stolen. The report shall include a description of the loss, date the loss occurred, organization where the loss occurred, the name of the equipment user at the time of the loss and the circumstance(s) surrounding the loss.

IIS shall provide on a quarterly basis a list of all ODIN-owned assets donated under the Stevenson-Wydler Act or the Executive Order 12999. The report shall include the description of assets donated, acquisition value of assets, name of the educational institution receiving the donation, and location of the institution. A copy of this report shall be submitted to the Contracting Officer.